



NIYAS MELETHIL ABDURAHIMAN

Buying and Procurement

A self driven candidate looking out for a challenging and exciting career in supply chain management where i can nurture my experience and dedication for progression of the organization.

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📍 Abu dhabi, United Arab Emirates

WORK EXPERIENCE

Purchaser-Retail

Baniyas Spike Group of Companies

07/2023 - Present

Abu dhabi

Roles and responsibilities

- Identify business requirements for goods & material.
- Maintaining vendor relationships and bring new to business.
- Negotiate price , build quality and delivery terms.
- Manage inventory by coordinating with all retail segments .
- Make sure to arrange correct product on correct time and involve promotional activities
- Interpreting reports and foresight futures plans.

Buying and Procurement

Lulu Group International

01/2020 - 03/2023

Abu dhabi

Roles and responsibility

- Find out the suppliers, product and negotiation of price
- Selecting new products and reviewing the old.
- Ensuring availability of import and local products.
- Make sure the order and delivery happen on time
- Helping to interpret report and predicting the future movements.
- Inventory control
- Maintaining relationship with vendors and also seeking for the new one.
- Switch adaptive changes based on customers feed back. .
- Pitching innovations and always aware about all events.
- Pricing, negotiation and quality inspection

Procurement and Logistics

Alomar Furniture Trading Company

01/2017 - 08/2018

Riyad, Saudi Arabia

Roles and responsibility

- Find out international vendors and new products.
- Product verification and confirmation of cost and materials
- Collecting samples if needed, confirmation of proforma invoice and purchase order.
- Selection of best freight forwarder and fix the freight charges.
- Preparation and collection of import and custom clearance document,
- Monitoring shipment and customs clearance
- Ensure the goods reached at warehouse on time.

SKILLS

Supply chain

Logistics

Buying & Procurement

Customs clearance

Negotiation

Freight forwarding

Inventory management

ERP-SAP,FALCON & MS Ax

Vendor management

PERSONAL PROJECTS

A study on effectiveness of promotional activities on both retailers and direct customers in reference to panda foods pvt. ltd.kerala

EDUCATION

Master of Business Administration

Lead college of management

06/2014 - 12/2016

kerala, india

Bachelor of Business Administration

Bharathiar university arts and science college

06/2011 - 05/2014

Tamilnadu, india

Higher secondary

Govt. Higher secondary school meenangadi, kerala

06/2009 - 05/2011

COMPUTER PROFICIANCY

Ms office

SAP and Microsoft Dianamic NAV(ERP system)

INTERESTS

Travelling

Innovations

Advertisement

Social commitment